African Telecommunications Union

WORK PLAN AND STRATEGY

WRC-15 Preparation and Participation and Implementation of WRC-12 Outcomes

March 2013 (Rev. January 2014)

Part 1: Introduction

The prominent world rule making and decision conferences on matters of the radio spectrum and radiocommunications in general is the World Radiocommunications Conference (WRC) and its associated Radiocommunication Assembly (RA) under ITU. Due to the increasing value of the radio spectrum and radiocommunications, WRCs have also increasingly become key rendering effective participation therein crucial.

In the past WRCs, notably WRC-07 and WRC-12, the continent performed remarkably well in promoting and defending its interests in the use of the radio spectrum and radiocommunications in general. Notwithstanding the foregoing, it remains essential that under the continued coordination of ATU, the continent steps-up its effective participation in the conferences but more crucially that the conference outcomes are implemented as effectively as possible.

As part of its mandate, ATU has developed this strategy to assist itself and its Membership in the preparation for the Radiocommunication conferences and in the implementation of their outcomes as a guideline. The guideline has five strategies, namely:

1. *Role of ATU,*
2. *Role of Regional Groups,*
3. *Role of Membership,*
4. *Role of Chapter and Agenda Item Coordinators,*
5. *Meeting schedule and expected outputs, and*
6. *Conference Outcome Implementation Strategies*

The outline of these and their respective activities are elaborated in Parts 2 and 3, respectively.

With this Strategy, ATU expects the following key outcomes:

1. Enhance the existing Radiocommunication Conference preparatory mechanism to achieve added effectiveness needed to position the continent to even greater participation at the radiocommunication conferences. This is crucial if the continent is going to continue promoting and defending its radiocommunication and radio spectrum interests for its continued social-economic growth through enhanced ICTs.
2. Create a more coordinated and formalised approach to the implementation of Radiocommunication conference outcomes. It is utterly essential that the continent now steps ups conference outcome implementation to further ensure that the outcomes are indeed translated into meaningful and tangible results for even greater ICTs growth and sustainability for the continued wider social-economic growth of the continent.
3. That if indeed the strategy works well with WRCs, then it could be widened to cater for all other conferences such as World Conference on International Telecommunications (WICT), World Telecommunications Standardization Assembly (WTSA) and World Telecommunications Development Conference (WTDC).

Part 2: STRATEGIES and DESIRED OUTCOMES			
Nr	**Strategy**	**Brief Description**	**Desired Outcome (KPI)**
1	**ATU Secretariat stepping up its coordination and technical advisory role**	As part of its mandate, ATU Secretariat shall assume the coordination and technical advisory role via its Technical Coordinator, the efficient, effective and technically sound Conference preparations and Conference outcome implementation at continental level	Effective coordination and technical advisory role as part of its mandate
2	**ATU Spectrum Working Group (AfriSWoG)**	Establishment of an AfriSWoG as a continental technical group to lead in the technical development of African common positions on Conference agenda items and also as a lead group in the formulation of technical strategies and review of implementation of Conference outcomes	Effective and technically sound Conference preparations and Conference outcome implementation at continental level
3	**Regional Groups**	Regional groups (in this case the regional economic communities) namely EAC, ECOWAS, ECCAS and SADC to continue to play the crucial role of Conference preparation by the facilitating the formulation of sub-regional common positions and crucially Conference outcome implementation	Effective and technically sound Conference preparations and Conference outcome implementation at regional level
4	**National Spectrum Advisory Group**	Establishment of a national Spectrum Advisory Groups, if not already established, as national technical group to lead in the development of country positions on Conference agenda items and also as a lead group in the implementation of Conference outcomes	Effective and technically sound Conference preparations and Conference outcome implementation at national level
5	**Meeting schedule and expected outputs**	A meaningful schedule of meetings each with clear expected outcomes and devised in such a way so as to precede the ITU Conference preparatory meetings	Efficient and effective Conference preparations
6	**Conference Outcome Implementation Strategies**	Strategies and a review mechanism by which Conference outcomes requiring regional collaboration shall be implemented and reviewed in order to devise mitigation measures for outcomes whose implementation is lagging.	Timely and effective implementation of conference outcomes (resolutions, decisions, and recommendations) to the benefit the continent

Part 3: Strategy 1 - ATU Stepping up its coordination and technical advisory role				
Nr	**Strategy**	**Activities**	**When**	**KPI/Output**
1	Develop a (RA-15 & WRC-15) 1. Conference Preparation strategy and 2. Conference Outcome Implementation strategy	1. Develop draft strategies 2. Seek Membership approval at the 1st African Preparatory meeting for WRC-15 (1stAPM4WRC-15) in Senegal	18th to 20th March 2013	1. Draft CPOI developed by 30th October 2012 2. CPOI approved at the 1stAPM4WRC-15
2	Acquire deeper technical knowledge of key issues at hand by actively participating in all key ITU WRC-15 preparation events in particular study groups meetings, as much as possible	1. Actively participate in the Joint Task Group (JTG) dealing with the critical WRC-15 agenda items 1.1 and 1.2 2. Actively participate in the Study Group 4 activities dealing with Satellite service agenda items 3. Attend other WRC-15 Regional preparatory meetings	As and when the activities/meetings take place	1. Active participation in ITU WRC-15 preparatory work 2. Attendance to other Regional WRC-15 preparatory meetings
3	Organise and convene AfriSWoG meetings prior to, and in preparation of, African Preparatory meetings	1. Organise and convene AfriSWoG meeting prior to, and in preparation of, each African Preparatory meeting 2. Create and online forum for the Group	Dependant on schedule of African Preparatory meetings	1. Meeting held 2. Satisfactory/updated text for the working document to form the main basis for preparatory meetings
4	Develop a working document to act as technical basis for the formulation of African common positions on all agenda items	1. Develop a draft working document on AFCP formulation by **30th December 2012** 2. Seek Membership approval at the 1st African Regional Preparatory meeting for WRC-15 (1stAPM4WRC-15) in Senegal 3. Use the working document for all African preparatory meetings as basis for formulation of common proposals	18th to 20th March 2013	1. Working document on AFCP formulation developed 2. Working document on AFCP formulation 1stAPM4WRC-15approved 3. Working document on AFCP formulation used as technical basis for formulation of

				AFCPs in future African preparatory meetings
5	Develop a working document as a status report for the implementation of WRC-12 outcomes	1. Develop a draft working document on WRC-12 outcome implementation by **30th December 2012** 2. Seek Membership approval at the 1st African Regional Preparatory meeting for WRC-15 (1stAPM4WRC-15) in Senegal 3. Use the working document for tracking progress for WRC-12 outcome implementation	18th to 20th March 2013	1. Working document on WRC-12 outcome implementation developed 2. Working document on WRC-12 outcome implementation 1stAPM4WRC-15approved 3. Working document on WRC-12 outcome implementation used as status report in future African preparatory meetings
6	Timely submission of AFCP to the ITU as African common proposal to RA-15 and WRC-15	Submit the final AFCP to the ITU as African common proposal to WRC-15 on before the set deadline	30th October 2015	AFCP submitted to ITU on time

Part 3: Strategy 2 - Africa Spectrum Working Group (AfriSWoG)				
Nr	**Strategy**	**Activities**	**When**	**KPI/Output**
1	Establish AfriSWoG taking into account: 1. Regional representations and general geography 2. Expertise of individuals 3. Budget implications	1. Develop a framework for the establishment and role AfriSWoG. 2. Establish the AfriSWoG in accordance to the established framework	30th June 2013	1. Draft AfriSWoG framework developed by **30th November 2012** 2. AfriSWoG adopted by **30th March 2013**
2	Harness and aggregate continental technical expertise on spectrum via a formalised framework for use in continental Conference preparations and Conference outcome implementation mechanisms and others	Convene meetings of AfriSWoG using ATU Conference preparations and Conference outcome implementation agendas as reference meeting discussion topics	Prior to ATU Conference preparations and Conference outcome implementation meetings	1. Meetings convened 2. Technical advisory paper on Conference preparations and Conference outcome implementation and other matters
3	Information sharing on the technical advice on Conference agenda items and Conference outcome implementation in good time to facilitate discussions at Sub-regional and ATU meetings	Share the technical advice on Conference agenda items and Conference outcome implementation status via electronic means to Membership	At least 14 calendar days prior to Conference preparations and Conference outcome implementation meetings of Sub-regional group	Technical advisory paper on Conference agenda items and Conference outcome implementation status received by Membership

Part 3: Strategy 3 - Regional Groups				
Nr	**Strategy**	**Activities**	**When**	**KPI/Output**
1	Review, with a view to instituting improvements, current Regional Conference preparations and Conference outcome implementation mechanisms	1. Review current Regional Conference preparations and Conference outcome implementation mechanisms 2. Devise improvements on the mechanism, if any, and 3. Establish a written framework on Regional Conference preparations and Conference outcome implementation mechanism	30th July 2013	Regional Conference preparations and Conference outcome implementation mechanism reviewed or developed, as appropriate
2	Effective and technically sound Conference preparations and Conference outcome implementation at regional level	Convening of meetings of the regional Conference preparations and Conference outcome implementation at regional levels using ATU agendas as reference meeting agendas	Prior to ATU Conference preparations and Conference outcome implementation meetings	1. Regional position paper on Conference agenda items, and 2. Status report on Conference outcome implementation
3	Information sharing on the regional positions on Conference agenda items and Conference outcome implementation in good time to facilitate discussions at ATU meetings	Share the regional positions on Conference agenda items and Conference outcome implementation status to ATU Technical Coordinator	At least 14 calendar days prior to ATU Conference preparations and Conference outcome implementation meetings	Regional positions on Conference agenda items and Conference outcome implementation status received by ATU Technical Coordinator 14 days prior to ATU Preparatory meetings

Part 3: Strategy 4 - National Spectrum Advisory Group				
Nr	**Strategy**	**Activities**	**When**	**KPI/Output**
1	Establish national spectrum advisory groups in States where this has not been done, as appropriate	3. Develop reference framework for the establishment and role of national spectrum advisory groups. States to use a reference framework provided by ATU, if so desired 4. Establish national spectrum advisory groups including nomination	31th Dec 2014	1. Reference framework developed by ATU by **30th June 2013** 2. National spectrum advisory groups established in 70% of States by **31th December 2014**
2	Effective and technically sound Conference preparations and Conference outcome implementation at national levels	Convene meetings of the national spectrum advisory groups Conference preparations and Conference outcome implementation at national levels using regional and ATU agendas as reference meeting agendas	Prior to Conference preparations and Conference outcome implementation meetings of regional groups and ATU	1. National position paper on Conference agenda items, and 2. Status report on Conference outcome implementation
3	Information sharing on the country positions on Conference agenda items and Conference outcome implementation in good time to facilitate discussions at regional and ATU meetings	Share the country positions on Conference agenda items and Conference outcome implementation status via electronic means to regional coordinator and also ATU	At least 14 calendar days prior to Conference preparations and Conference outcome implementation meetings of regional group	Country positions on Conference agenda items and Conference outcome implementation status received by regional coordinators and also ATU

Part 3: Strategy 5 - Meeting schedule and expected outputs				
Nr	**Meeting**	**Activities/Main Agenda Items**	**When**	**Expected Outcomes**
1	1st African Preparatory meeting for WRC-15 (1stAPM4WRC-15)	1. Review the WRC-12 2. Review implementation status of WRC-12 outcomes 3. Consider the **ITU** Work Plan for WRC-15 4. Consider and approve **ATU** Strategy/Work Plan for WRC-15 5. Consider preliminary views on the WRC-15 Agenda Items	18 – 20 March 2013	1. WRC-12 reviewed with key elements noted 2. Implementation status of WRC-12 outcomes reviewed with key elements noted in the status report 3. **ITU** Work Plan for WRC-15 reviewed and comments made for ITU consideration 4. **ATU** Strategy/Work Plan for WRC-15 considered and approved 5. Preliminary views on the WRC-15 Agenda Items considered and where possible AFCP formulated
2	Conference Preparatory Meetings of: 1. AfriSWoG 2. National, and 3. Regional groups	Agenda for the 2nd African Regional Preparatory meeting for WRC-15 (2ndAPM4WRC-15) as reference agenda	At least 21 days prior to 2ndAPM4WRC-15	1. Sub-regional position paper on Conference agenda items, and 2. Status report on Conference outcome implementation both as input to 2ndAPM4WRC-15to facilitate discussions and decisions
3	2nd African Regional Preparatory meeting for WRC-15 (2ndAPM4WRC-15) to be held **before** the 2nd WRC-15 ITU Conference Preparatory Meeting (CPM15-2)	Prepare AFCPs in as many agenda items as possible for submission and consideration of CPM15-2 Prepare comments on proposed CPM texts by various ITU-R study groups	Before finalization of CPM texts by various groups (i.e. before August 2014)	1. Comments on the proposed CPM text by various ITU-R Study Groups

5	3rd African Regional Preparatory meeting for WRC-15 (3rdAPM4WRC-15) to be held **before** the 2nd WRC-15 ITU Conference Preparatory Meeting (CPM15-2)	Prepare AFCPs in as many agenda items as possible for submission and consideration of CPM15-2	November/December 2014	1. AFCPs in as many agenda items as possible for submission to CPM15-2 before the deadline
6	Conference Preparatory Meetings of: 1. ATU Spectrum Advisory Group 2. National, and 3. Sub-regional groups	Agenda for the 3rd African Regional Preparatory meeting for WRC-15 (3rdAPM4WRC-15) as reference agenda	At least 21 days prior to 3rdAPM4WRC-15	3. Sub-regional position paper on Conference agenda items, and 4. Status report on Conference outcome implementation both as input to 3rdAPM4WRC-15to facilitate discussions and decisions
7	4th African Regional Preparatory meeting for WRC-15 (4th APM4WRC-15) to be held **after** the 2nd WRC-15 ITU Conference Preparatory Meeting (CPM15-2)	1. Review AFCPs taking into account the outcome of CPM15-2 2. Prepare final AFCPs for submission as proposals to WRC-15 3. Review the implementation status of WRC-12 outcomes 4. Consider preliminary views on the WRC-18 Agenda Items	August 2015	AFCPs in as many agenda items as possible submitted to RA-15 and WRC-15 before the deadline
8	Meetings during RA-15 and WRC-15	Progress reports, general assessment of AFCP performance and review of AFCP as required	As required	1. Satisfactory AFCP performance reports

Part 3: Strategy 6 - Conference Outcome Implementation Strategies				
Nr	**Strategy**	**Activities**	**When**	**KPI/Output**
1	Development of a high level/outline Conference Outcome matrix indicating issue, implementation modality, timelines, expected outcome and general implications	1. Acquire Conference Final Acts 2. Develop an outline of conference outcomes matrix using Conference Final Acts as basis	30th January 2013	1. High level/outline Conference Outcome matrix indicating issue, implementation modality, timelines, expected outcome and general implications 2. Matrix presented at 1stAPM4WRC-15 3. Matrix validated at the 1stAPM4WRC-15
2	Allocation of Issues to Implementation coordinators	Allocation of issues to implementation coordinators in consultation with regional groups	30th June 2014	Tentative allocation of Issues to Implementation coordinators undertaken at 1stAPM4WRC-15
3	Development of a detailed implementation matrix in consultation with the coordinators and the associated implementation action plan for each issue	1. Draft a detailed implementation action plan matrix 2. Review and validate the draft detailed implementation matrix and action plans	30th July 2014	1. Detailed implementation action plan matrix developed 2. Reviewed and validated draft detailed implementation matrix and action plans
5	Develop progress monitoring and general reporting mechanism	Draft progress monitoring and evaluation; indicating report templates, reporting frequency and other mechanisms Review and validate the draft monitoring and evaluation mechanism	Half yearly and to use APM4WRC as reporting forums	Report presented to 3rd APM4WRC-15